



STATE OF MICHIGAN
**Family
Independence
Agency**

Memo

235 S. Grand Avenue
Lansing, MI 48909
www.mfia.state.mi.us

Office of Internal Audit

Tel: 517 373-8770
Fax: 517 373-8771

To: **Jerome Rutland, Director**
Wayne County FIA

Date: **January 14, 2003**

From: **Rita Barker, Director**
Office of Internal Audit

Subject: **Audit of Juvenile Justice Casefiles**
October 1, 2001 through October 30, 2002
Audit # 2002-028

The Office of Internal Audit performed an audit of Wayne County FIA Juvenile Justice casefiles for youth in community based placements in Wayne County as of October 30, 2002. We selected a sample of 10 active cases, and reviewed the casefiles to determine if they contained the required documentation and information. Our audit was conducted in accordance with Standards for the Professional Practice of Internal Auditing, issued by the Institute of Internal Auditors.

For cases that were adjudicated in Michigan, we tested to determine if the file contained a court order that directed or allowed FIA to place the youth in a community based program, and that the file contained an initial service plan that was completed within 30 days of the date Wayne County FIA accepted the youth for placement, and quarterly updated service plans.

For youth that were adjudicated in other states and subsequently placed with relatives in Michigan under the supervision of Wayne County FIA, we tested to determine if Wayne County FIA staff inspected the home where the youth was placed and made follow-up contact with the youth and/or the family at least quarterly, and documented the contacts in the casefile.

Based on our audit, we concluded that one of the cases did not have an Initial Service Plan completed when the youth was placed in the community. The same case was also missing an Updated Service Plan for one quarter. In one case, Updated Services Plans were done every 6 months instead of quarterly as required by policy. In one case the worker did not complete a Home Study for an OTI placed in Michigan. There were no Updated Service Plans on file in one

case. The other 6 cases contained all of the required documentation and information, and all initial and updated service plans were completed on a timely basis.

WE RECOMMEND that Wayne County FIA ensure that initial and updated service plans are completed timely, and that home studies are completed within one month of Wayne County FIA's acceptance of cases adjudicated in other states.

We thank your staff for their cooperation during our audit.

c: M. Warner